

Administrative - Internal Use Only

DD/523-4767

PERS 73-4161

31 August 1973

MEMORANDUM FOR: Deputy Director for Management and Services

VIA : Chief, Services Staff
Deputy Director for Operations
Director of Personnel

SUBJECT : Nonstandard Basic Workweek

REFERENCE : [REDACTED]

STATINTL

1. This memorandum requests your approval for a 12-hour day, 80-hour pay period work schedule for DDO Computer Operators in DDO, [REDACTED]. They would work six 12-hour days and one 8-hour day per pay period rather than the rotating eight hour shifts they currently work. Such a change would facilitate an extension of our present operation of 24 hours per day five days per week, augmented by overtime, to around-the-clock coverage for the entire week.

STATINTL

2. This schedule would benefit the Agency in several ways:

- a. As our main index becomes fully automated, additional computer support will be necessary. If we do not implement such a schedule as proposed herein, we will have to work considerable additional overtime to support the increased work load. Assuming we were to pay overtime to cover our required extended hours, the estimated cost for the next year is \$30,000. On the other hand, the projected increase in costs under our proposed plan, including night differential, Sunday and holiday premium pay, and some overtime to offset critical leave situations, is \$10,000. Thus we expect to realize a savings of approximately \$20,000.

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- b. The Computing Center could respond immediately to operational emergencies.
- c. The equipment would perform better since it would never be turned off.
- d. It is well recognized that shift transitions are periods of inefficiency; reducing shift changes per day from three to two would be beneficial.

3. The Computer Operators are generally in favor of this change. Moreover, once overtime becomes established, employees regard that income as regular and suffer if and when it is removed. So if we can eliminate overtime now, as we stand on the threshold of a substantial increase, it would be judicious to do so.

4. This plan has worked successfully in the CRS Computing Center in DDI and in FMSAC in the DDS&T; we propose to try it in the DDO for 12 months, evaluating its effectiveness throughout the period and keeping you apprised of its progress.

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Deputy Director for Operations

Director of Personnel

APPROVED:

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See Memo attached Dtd. 20 Sep '73 to DDMTS from D/Rwamuk
Deputy Director for Management and Services